

[Date]

[Contact Name]

[Vendor Company Name]

[Address Line 1]

[City, State, Zip Code]

**RE: Notice of Contract Award - [Project Name/Reference Number]**

Dear [Contact Name],

We are pleased to inform you that [Your Company Name] has selected [Vendor Company Name] for the award of the contract regarding [Project Name/Service Description].

Your proposal was selected based on [mention brief reason, e.g., technical expertise, competitive pricing, or overall value]. We believe your organization is best suited to meet our requirements for this project.

The next steps in this process are as follows:

- Review and signature of the formal contract agreement.
- Submission of required insurance certificates and documentation.
- Onboarding meeting scheduled for [Date/Time].

Our procurement representative, [Name], will contact you shortly to provide the necessary documents for signature and to discuss the project timeline.

Please note that this notification does not constitute a formal authorization to begin work. Work should commence only after the final contract has been executed by both parties.

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]